

# FINAL GRADE OVERRIDE

Teachers have a lot of flexibility in determining how the final grades are calculated in each of their classes - assignments can be weighted by category or calculated by total points; individual assignments can be excused for individual students; low grades can be dropped for the entire class - but occasionally, a teacher will want to override a final grade calculation.

To override a calculated final grade, follow these steps :

- In the Instructor Suite GradeBook, move to the **final grade column** for the **marking period** and **student** whose final grade will be adjusted
- It is a good idea to adjust **both** the letter grade AND the percentage. Semester grades are calculated using the quarter **percentages** NOT the **letter grades**. *Adjusting only the letter grade may cause the semester grade to be incorrect.*
- Click the dropdown arrow next to the final letter grade to be changed. In this example, the teacher will increase the grade from A- to A.
- Select the desired grade from the dropdown menu
- In the percent column, type in the percentage grade that matches the letter grade selected

Q3

#	Total	Earned	%	Grade	LOCK	C
1	300	283	93	A-	<input type="checkbox"/>	<input type="checkbox"/>
3	300	284	93	A+	<input type="checkbox"/>	<input type="checkbox"/>
4	300	240	75	A	<input type="checkbox"/>	<input type="checkbox"/>

Grade dropdown menu:

- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+
- D
- D-
- F
- INC

Q3

#	Total	Earned	%	Grade	LOCK	C
1	300	283	95	A	<input type="checkbox"/>	<input type="checkbox"/>
3	300	284	93	A-	<input type="checkbox"/>	<input type="checkbox"/>
4	300	240	75	C	<input type="checkbox"/>	<input type="checkbox"/>

- **IMPORTANT!** To keep the system from reverting back to the calculated grade, **LOCK** the grade by clicking in the LOCK column.

Q3

#	Total	Earned	%	Grade	LOCK	C
1	300	283	95	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	300	284	93	A-	<input type="checkbox"/>	<input type="checkbox"/>
4	300	240	75	C	<input type="checkbox"/>	<input type="checkbox"/>

- Click the  button to **Save** your changes.

The lock will prevent the grade from recalculating.